



FACILITY RENTALS

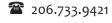
Cleanup

Please leave the facility in the same condition it was found.

BUILDING	
	Close opened windows and doors.
	Sweep floors, including kitchen, if needed.
	Vacuum rugs if needed.
FU!	RNITURE
	Wipe down tables.
	Stack tables on cart with legs-to-legs and tops-to-tops.
	Stack chairs 10-high on concrete.
KITCHEN	
	Place dirty dishes in dishwasher and run when full.
	Dishes that do not fit in dishwasher, please wash by hand.
	Clean coffee makers and carafes.
	Wipe counters, stovetop, oven and sink, if used.
	Clear refrigerator.
WASTE	
	Catered events must take waste off-site.
	Non-catered events must take all waste to parking lot dumpsters.
	Place garbage waste in dumpsters.
	Place recylcing in recycling bins.
	Place food waste in yard waste bins.

When you have completed cleaning up, check out with staff.





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